

MINUTES
PERSONNEL COMMITTEE

Wednesday, September 10, 2014

City Hall, Room 604

6:33 p.m.

Members Present: Ald. Andy Nicholson, Ald. Guy Zima, Ald. Thomas Sladek

Members Excused: Ald. Thomas DeWane

Others Present: Ald. Mark Steuer, Ald. David Nennig, Ald. Chris Wery, Ald. Joe Moore, Lynn Boland, Tom Molitor, Kim Flom, Dawn Foeller, Steve Grenier, Jim Mueller, Mike Hronek, Melanie Falk and others.

1. Roll Call.

Ald. DeWane excused.

2. Adoption of the Agenda.

A motion to adopt the agenda was made by Ald. Sladek, seconded by Ald. Zima. Motion carried 3-0.

3. Approval of the minutes of the meeting of August 5, 2014.

A motion to approve the minutes of the meeting of August 5, 2014 was made by Ald. Zima, seconded by Ald. Sladek. Motion carried 3-0.

4. Request to fill the following positions and all subsequent vacancies resulting from internal transfers.

- a. Tractor Operator – Public Works
- b. Truck Driver – Public Works
- c. Senior Mechanic – Public Works
- d. IT Programmer - Police
- e. Special Facilities Manager – Parks, Recreation & Forestry

A motion to approve the request to fill replacement positions 4a, b, c, and e and all subsequent vacancies resulting from internal transfers was made by Ald. Zima and seconded by Ald. Sladek. Motion carried 3-0.

Following discussion, a motion to move to consider the request to fill the newly created IT Programmer position for the Police Department as part of the 2015 budget discussions was made by Ald. Zima, seconded by Ald. Sladek. Motion carried 3-0.

5. Request to fill and reclassify the Economic Development Director position from Pay Grade 39 to Pay Grade 41.

Director Boland explained this is a two-part request. First, to fill the vacancy created by the current director's resignation and secondly, to reclassify the position from pay grade 39 to pay grade 41. This is a department head position and economic development is very important to the City. In review of the position, it was determined the salary was lagging behind a number of other jurisdictions in the market. The City has begun a recruitment process with the salary dependent on qualifications and if the position is reclassified, the individual would be hired somewhere in the new salary range of pay grade 41.

Ald. Zima inquired if there is a shortage of economic development people in the United States. Director Boland said the market is very competitive for the type of individual the City is looking for. Ald. Zima said the Economic Development Director position is responsible for recruiting business for the City and perhaps the City should look at contracting with real estate professionals instead of hiring an individual employee. Ald. Zima feels this position should be reviewed during the budget process to discuss how the City wants to proceed in the future.

A motion to hold the request to fill and reclassify the Economic Development Director position until the budget meeting in November and ask staff to provide other options of staffing this position including looking at the private market was made by Ald. Zima. Motion seconded by Ald. Nicholson for discussion.

Ald. Sladek stated if the committee approves this motion the recruitment stops and that guarantees the position will be vacant at least through November. Ald. Zima said options could be brought back prior to the budget meeting. Ald. Zima would like to hear alternatives, which could include reward based on production.

Director Boland suggested continuing the recruitment process, and in the meantime, staff could look at other options along the lines that Ald. Zima suggests which may include incentives or looking at the private market. Once the review is complete a report would be brought to committee for review and discussion.

After further discussion, the motion was revised to refer the request to fill and reclassify the Economic Development Director position from pay grade 39 to pay grade 41 back to staff for further information and other options for filling this position including looking at the private market and bring this report back for further review and discussion by the Committee. Motion carried 3-0.

6. Request to reclassify the position of Inspection Services Specialist from Pay Grade 35 to Pay Grade 36 effective at the beginning of the pay period following approval by the City Council.

Director Boland stated the reclassification cost for this position was included in the 2014 budget. Human Resources was asked to review the position to see if the reclassification was warranted. This position has assumed additional job duties including expanded plan reviews of large commercial buildings which has

resulted in increased revenues to the City. In addition, from a customer service standpoint, this has streamlined the review process. Human Resources recommends moving forward with the reclassification.

A motion to approve the request to reclassify the position of Inspection Services Specialist from Pay Grade 35 to Pay Grade 36 effective at the beginning the pay period following approval by City Council was made by Ald. Sladek, seconded by Ald. Zima. Motion carried 3-0.

7. Review and discussion, with possible action, on Green Bay Public Television.

A motion to hold the review and discussion, with possible action, on Green Bay Public Television was made by Ald. Zima, seconded by Ald. Sladek. Motion carried 3-0.

8. Review with possible action on Green Bay Professional Police Association (GBPPA) Recruit academy Grievance – Step 3.

Director Boland stated that written positions for both the City and the Union were emailed to committee members earlier in the week. The next step under the contract would be for the committee during the next 10 days to consider the grievance or schedule a fact-finding hearing. Representatives from the union and the City are present if the committee wishes to schedule a fact-finding hearing.

A motion to schedule a fact-finding hearing was made by Ald. Zima, seconded by Ald. Sladek. Director Boland will work with members of the union and the City to schedule a date for the hearing. Motion carried 3-0.

9. Update on review of the Housing Administrator position.

A motion to convene in closed session was made by Ald. Zima and the closed session language was read. Motion seconded by Ald. Sladek and carried on roll call vote.

Reporting out of closed session, a motion to have staff continue the review of the Housing Administrator position and report back to the committee was made by Ald. Sladek, seconded by Ald. Zima. Motion carried 3-0.

10. Update and discussion regarding labor negotiations.
 - a. Fire Fighters
 - b. Police Supervisory

A motion to convene in closed session for items 10a and 10b was made by Ald. Zima and the closed session language was read. Motion was seconded by Ald. Sladek and carried on roll call vote.

Reporting out of closed session, a motion to advise staff to provide a report to the full City Council regarding Fire Fighter labor negotiations and Police Supervisory labor negotiations was made by Ald. Zima, and seconded by Ald. Sladek. Motion carried 3-0.

11. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the report of Routine Personnel Actions for regular employees was made by Ald. Sladek, seconded by Ald. Zima, motion carried 3-0.

There being no further business, a motion to adjourn was made by Ald. Sladek and seconded by Ald. Zima at 8:53 p.m. Motion carried 3-0.

Respectfully submitted,
Peggy Barden
Recording Secretary